

California Grand Jurors' Association Board of Directors Meeting—October 27, 2015

MINUTES

A. Call to Order and Roll Call

The roll was taken, and the meeting began at 7:01 PM.

Present: Directors Karen Jahr (president), Lloyd Bell, Marsha Caranci, Karin Hern, Dianne Hoffman, Beckie Jennings, Jerry Lewi, Jim Ragan, Diane Shepp, Gary Spaugh; MRC chair Mike Chernock; MRC members Larry Graser and Diane Masini; FRC chair Rich Knowles; Directors-elect Mac Small and Andi Winters

Absent: Directors Medsie Bolin, Jerry Kunkle (both excused)

B. Agenda and Comments

B-1 Agenda Approval: Jahr

The Board unanimously approved the agenda.

B-2 Member Comments

Director-elect Mac Small thanked the Board for being invited to participate.

C. Consent Items

C-1 Approve Regular Board Meeting Minutes, 09/22/15: Ragan

C-2 Acknowledge Committee Minutes in 10/27/15 meeting packet: Jahr/Ragan

The Board unanimously approved the consent items.

D. Officer and Committee Chair Reports

D-1 **President's Report (Jahr)**

New Directors

Karen Jahr congratulated Andi Winters (northern region) and Mac Small (southern) on their election to the Board.

Winters served on the Shasta County Grand Jury, 2007-09. She joined CGJA in 2009, and immediately became active with Program Workshop Subcommittee of the Training Committee. For six years, she has been volunteer coordinator for regional seminars and has coordinated the printing and distribution of manuals. She is a member of the El Dorado County Grand Jurors Association.

Small served on the Monterey County Grand Jury, 2013-15 and was foreperson for 16 months. He recently led the re-establishment of the Monterey chapter. He was a member of the Nevada County Grand Jury, 2006-08. And he served on this Board for almost 3 years beginning in 2010.

In addition, Jahr welcome Rich Knowles in advance of Action Item E-3 (ratification of her appointment of Knowles to fill a Board vacancy).

Jahr thanked both Beckie Jennings and Lou Meyers for their service to CGJA: Beckie as director and as an active member of MRC, and for continuing to work on Infusionsoft implementation in the upcoming months; and Lou for his year as both director and Treasurer.

Election Results

Board members have seen the results: they will be formally announced at the Annual Meeting next week.

Jahr thanked NEC and particularly Jerry Lewi for their work on the election and Gary Spaugh, Karin Hern, and BPRC for their work on the ballot measures.

Annual Meeting and Retreat

Lloyd Bell will give a full report on this. There will be a three-hour Board retreat prior to the conference to discuss the Board's focus and goals for 2016.

Jahr said that she has been putting together a list of topics for the agenda. The ideas she has received include: Infusionsoft update, CGJA's electronic presence, projecting a consistent message to our members and the general public, review of committee status and viability, and conducting targeted talent searches for key positions. Jahr asked for additional ideas for the retreat. She said that she would send out the agenda on October 30.

Delinquent Filings

Last month, Jahr reported that two mandatory state filings were delinquent: CGJA's state sales tax return and a statement of information. Jahr thanked Dianne Hoffman for jumping in and fixing that for us. CGJA is currently up-to-date on all state and federal filings. Ragan now is including our Board To Do List for the current and next month on each agenda as an informational item, listing deadlines.

PJ/CEO Conference

Jahr reported last month that she and Marsha Caranci had been approached by CJER (Center for Judiciary Education and Research) to make a one-hour presentation at the PJ/CEO Management Conference in San Jose on October 20. The topic was: "Practical Approaches to Supervising the Civil Grand Jury." They used PowerPoint (PPT) to make the presentation and produced a 20-page handout (forwarded to Board members), which included 2 pages about CGJA's mission and activities,

what our chapters can do for the courts, our training program, and our personal contact information. Nearly 100 judges and CEOs attended.

In addition, CGJA materials (the PPT the handout, and our 300-page Training Manual) have been placed on CJER's private network for use by all judges and court administrators throughout the state.

Jahr and Caranci were also invited to be present in the breakout sessions that took place later on Oct 20, during which there was more discussion about recruitment of jurors and dealing with "problem jurors." Their involvement was very well received. Participants were very engaged. There were good questions and lots of "thank yous."

Two days after the conference, Jahr and Caranci got a "best practices" call from one of the CEOs. They have been asked by CJER to return next year, which they agreed to do — hoping to make this an annual appearance.

Jahr said she believe that the best way for CGJA to promote and preserve the grand jury system is to have effective grand juries – juries that conduct thorough and professional investigations and produce reports of merit. The grand jury must demonstrate its own value. CGJA can help this happen by forging a closer relationship with the courts and thereby:

- ✓ Ensuring we are on the same page as the court regarding advice given to grand jurors
- ✓ Promoting (and thereby expanding) our training program (RWWS is the only program with real growth potential)
- ✓ Promoting the use of chapters for recruitment, screening, and orienting incoming jurors and alternates.

Board members congratulated Jahr and Caranci on their work. Lewi asked if there is a list of attendees. It would be useful, he said, to know who attended by county. Caranci said she would look at the attendee list and organize it by county. Caranci reemphasized what Jahr said: they really wanted to hear what we had to say. They were very grateful.

D-2 **Officer Reports**

Vice President Shepp. No report.

Secretary Ragan. Ragan just reminded Board members to use the action template when submitting items for Board action.

D-3 **Legal and Legislative Resources Committee (LLRC)**

No additional report to the LLRC minutes in the Board meeting packet.

D-4 **Public Relations Committee (PRC)**

Chair Ragan said that, with the introduction of Infusionsoft as our engine for communicating with members and others, it is important that we preserve all of the eBlasts we have sent through Constant Contact by archiving them. Lewi said that we intend to download those eBlasts now preserved in Constant

Contact before we lose that service in February 2016 and then post them on our website so that any Board member (or anyone else) can access them. Jahr said that she sees no reason to not do so. There were no other comments.

On another subject, Lewi added that Di Masini has just updated the chapter page on our website; it now coincides with the chapter information in the Journal. This is a very hard page to keep current. It is now much easier to look at and to update. He asked Board members to tell him or Masini if they have changes. Lewi and Jahr thanked Masini for her work on this.

D-5 Membership Relations Committee (MRC)

Chair Chernock said that MRC is working studiously on implementing the Infusionsoft program to get everyone on board. He invited other MRC members to speak on this.

Beckie Jennings said that, with the change in treasurers, she has concern about moving forward with the connection between Infusionsoft and QuickBooks at this time. She recommends not going forward with this until Bolin, the new Treasurer, has fully learned the Infusionsoft program. Hoffman supports Beckie recommendation until everything is cleaned up in QuickBooks by Meyer, Bolin, and Hoffman.

Larry Graser said that he is continuing to work on the Infusionsoft Policies and Procedures Manual. Ragan asked when the Board can expect to see the Policies and Procedures Manual. Graser responded that he expects to complete and submit it to MRC for approval by the first of the year, which would mean that the Board would see it in about three months. Chernock added that this is an extremely high priority for MRC. Ragan asked to have progress reports in the meantime at each Board meeting. Jahr, Spaugh, and Chernock thanked Graser for his significant work on this.

Caranci encouraged MRC to include PRC in the development of the Infusionsoft policies and procedures.

Caranci asked Chernock two questions. First, how is MRC sending renewal notices? Are they going through Infusionsoft? Graser said that, at this point, renewal notices are going through QuickBooks rather than Infusionsoft. Chernock will follow up. Hoffman said that she hadn't seen any invoices sent out for a while. Masini said that Meyer just mailed renewal invoices for November and December. The current procedure is for Masini to send to the Treasurer the list of members up for renewal; then the Treasurer mails the invoices under QuickBooks. Jahr asked the members involved to resolve any problems here.

Caranci's second question dealt with invitations to regional meetings. Her understanding is that all Board members were to be invited. She asked why she hasn't received invitations to recent meetings? Chernock said that anyone who has attended a regional meeting should be on the invitation list. He will

follow up. Jahr said that all Board members should be on the regional meeting invitation lists.

D-6 Training Committee (TC)

Chair Caranci reported that there are over 300 trainees in the Report Writing Workshops. Three of the eight workshops have been conducted thus far. TC is now engaged in screening and interviewing new trainers.

D-7 Finance Committee (FC)

Chair Bell noted the personnel turnover at the top with the resignation of Meyer as Treasurer and member of FC and the appointment of Bolin as his successor.

He said that committee 2016 budget preparations should be under way, using the committee's revised forecast as the baseline. The deadline for submission to FC is November 30. FC will submit the 2016 CGJA budget to the Board for approval at its December meeting.

Caranci and Jahr acknowledged Dianne Hoffman's extraordinary help for jumping in to bring the books up-to-date because Meyer had to deal with some personal issues (his brother recently died). Meyer has been working with Hoffman on these bookkeeping items. Jahr asked whether the financial statements will be ready for the November Board meeting. Hoffman replied YES, but they probably would not be available for the Annual Conference.

D-8 Nominations-Elections Committee (NEC)

Chair Lewi said that election results were sent to the Board and will be announced at the Annual Conference. The three ballot measures passed by substantial margins. He highlighted one statement from his annual NEC report at the Annual Conference: no recommendation to be a candidate for the Board came from the membership or someone nominating himself or herself. All nominees were either incumbents seeking reelection or members recruited to run by NEC. Lewi suggested that the November eBlast to members be limited to announcing the election results, presenting the director/officer changes that are on the action agenda for this meeting, and perhaps highlighting a couple of items from the Annual Conference. The regular December edition of the Journal will feature the Annual Conference. Jahr agreed.

Ragan asked why we keep the results of the election secret until the Annual Conference. Lewi responded that there is no real answer; it is traditional. In any event, the results are not really secret before the Annual Conference. Anyone could give the results to anyone if they wanted to. Bell, Hoffman, Caranci, and Hern said that they like the idea of immediate feedback rather than waiting. Lewi said that that the 2015 NEC has been discharged; the 2016 can consider this issue.

D-9 Awards Committee (AC)

No report. Hoffman asked if the recipients of the awards are secret until the Annual Conference. Jahr said YES.

D-10 Annual Conference Committee (ACC)

Chair Shepp said that the only update from the ACC minutes is that the Annual Conference registration is now up to 75 registered attendees and 82 hotel room nights. We have 25 more people attending this year than last year, but we have not yet reached our minimum guarantees to the hotel for room nights and food. Local chapter conference committee chair Bell said that it looks today like our loss for rooms and food revenue will be about \$6,800. To offset that, we have about \$1,000 in donations and about \$350 in administrative savings. Presently, it looks like a deficit of about \$5,500. We will do no additional food and wine cost other than at the reception and dinner on Monday evening. To help further offset the deficit, there is the opportunity for the directors to buy box lunches for the November 1 retreat. That would then accrue to the guarantee, but it would add a 30% service fee to the guarantee. Do Board members want to do that? Substantial discussion followed, some members wanting to pay for box lunches, others preferring to have lunch on their own and make donations in lieu of lunch. The general consensus was that members will have lunch on their own. The ACC will welcome Board member donations to help offset the expected deficit.

D-11 Ad Hoc Bylaws and Policies Review Committee (BPRC)

Co-Chair Spaugh said that the BPRC has now completed its overall review of the bylaws beyond the ballot measures. The bylaws are in good shape. It is now moving on to the policies. He especially thanked Jahr and Hern, as attorneys, for their contributions. Jahr thanked Spaugh for his superb committee leadership. Bell and Shepp added their thanks.

D-12 Ad Hoc Fund Development Committee (FDC)

No report.

D-13 Ad Hoc Succession Planning Committee (SPC)

No report.

E. Action Agenda

E-1 Approve setting aside a designated amount of \$6,000 to be used as needed by the Training Committee for trainer development in 2016.

TC Chair Caranci said that we have always tried to bring in about three new trainers each year. But that has not worked out the past three years. And we have lost a couple of trainers. We therefore haven't been able to grow our staff. During this time, the training program itself has grown enormously with many more onsite training venues. We are under-staffed, over-worked, and

aging. We therefore need to bring in a number of new trainers this year. We were very active this past summer trying to recruit people who might be good trainers. From a list of about 20 potentials, we ended up with 10 solid applicants. Our current budget doesn't allow us to absorb 10 new trainers in one year, but we would like to do it for this one year coming up. These 10 applicants are highly skilled. It is important to us to bring these applicants together for an individual one-day train-the-trainer workshop to get them up-to-speed so that they can assimilate into our program much quicker than new trainers have in the past. The Trainer Subcommittee is working on the program plan. The request for this \$6,000 one-time funding is to pay for this workshop in Sacramento (costs for travel for the new trainers and our lead trainers and meeting space). Our estimated cost is between \$5,000-6,000. While the money would be spent in 2016, we are asking for its approval now. Because it is a one-time expense, it will not be placed in the TC budget for 2016.

Director-elect Small and Director Hern expressed support. Bell also expressed his support, saying that he hopes to see this reduce the overall training travel expenses in the long run. He added that even though this is a one-time expense, he would like to see it in the 2016 budget. He said that if we expect our training expenses to rise, then we need to offset that expense. Caranci agreed. She reminded directors that the September TC minutes state that we have already increased the training fees for 2016 by five percent. She added that we are also seeing increases in hotel room costs.

The motion passed unanimously, 10-0-0, by voice vote.

E-2 Approve in concept a one-day annual conference meeting for 2016 at a location to be determined.

FC Chair Bell said that for this year's Annual Conference, there are 75 registered attendees out of 292 CGJA members. The venue is in a fairly concentrated area populated by CGJA members. But we can only get a 26 percent attendance rate. While that is better than last year, there is little indication of support for the full-blown conference that we have been putting on. The proposal is to have a quick one-day conference at a central location. We can also accommodate other auxiliary meetings (e.g., Board retreat, chapter officers meeting). Members can order their lunch when they arrive. The conference would include the annual CGJA meeting. There might be an inspirational speaker. This proposal is just for 2016. Members expressed general support for the proposal, especially because the motion reads "approve in concept," and it is limited to one year. Ragan pointed out that if this becomes the standard, it may eventually require a change in our policy with respect to annual conferences. Jahr added that it is also included in the CGJA Articles of Incorporation and the Bylaws. Spaugh said that his quick review of the Articles of Incorporation and the Bylaws would cover this proposal. Hoffman agreed; the only problem would be if we don't do

something every year. Bell said that it is quite doable to put all activities into a six-hour period and still have time for lunch.

The motion passed unanimously, 10-0-0, by voice vote.

- E-3 **Ratify the President’s appointment of Rich Knowles to fill the vacancy in the position of Director that has resulted from Lou Meyer’s declination to assume office for the two-year term beginning November 2, 2015.**

President Jahr said that Knowles, the runner-up in the 2015 election of Director from the central region and current Financial Review Committee Chair, has accepted her appointment to fill the vacated term. Meyer had to decline because his consulting business, which is growing, does not allow him the time to continue as Director and Treasurer.

The motion passed unanimously, 10-0-0, by voice vote.

- E-4 **Ratify the President’s appointment of Medsie Bolin to fill the vacancy in the office of Treasurer that has resulted from Lou Meyer’s resignation.**

President Jahr said that Bolin, her appointee for the Treasurer position, is currently a Director, has run her own business for several years, and has experience working in our QuickBooks program. She is also very active in CGJA with the TC and the training team.

The motion passed unanimously, 10-0-0, by voice vote.

F. Director Comments

Bell asked a question of terminology in conjunction with the Annual Conference. One way that the local committee will use to offset Annual Conference expenses will be to raffle off some items. He asked whether it is OK to use the term “raffle.” Hern, in her last advice as a Director before leaving the Board, said YES.

Jahr asked directors to look at the to-do list of actions on the agenda (item H-1) and make certain that they are accomplished in a timely manner.

Hern said that this will be the last Board meeting for Hoffman and her, since they are retiring after eight years of service. She said that she was very pleased to serve. Jahr thanked Hern and Hoffman for all their service to CGJA.

G. Adjournment (8:47 PM).

Respectfully submitted,
Jim Ragan, Secretary